

APPLICATION PROCEDURES

In reply to your request for licensure information, we are enclosing an application for licensure as a resident Commercial Driver License Training school in Kentucky. The requirements for licensure are defined in the laws and regulations (copy enclosed) and should be studied very carefully.

Please attach the application fee of \$200 and licensure fee of \$300 by check or money order made payable to the **Kentucky State Treasurer**. Also, attach the **Student Protection Fund** payment of \$300 by check or money order made payable to the **Kentucky State Treasurer**, in accordance with KRS 165A.450.

The 2004 tentative board meeting schedule and application deadlines are listed below.

Board Meeting Date	Application Deadline
February 17	January 6
May 18	April 6
July 23	June 11
September 24	August 13
December 7	October 25

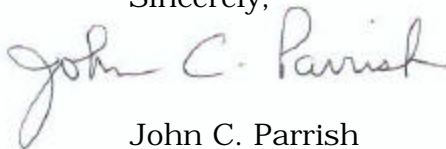
All documentation must be received at the address above on or before the application deadline to be placed on the board meeting agenda. The board committee meetings begin at 9:00 a.m. A representative of the school/organization should be present to answer any questions the committee members may have. A map is enclosed. The street address is: **911 Leawood Drive, Frankfort, KY 40601**.

Kentucky state law mandates that all licenses will expire on June 30 each year. Renewal applications must be filed with the Board by May 15 (or closest business day thereto).

Please be advised that a copy of the **minimum curriculum requirements and federal regulations relating to drug and alcohol testing requirements (Part 40)** are enclosed.

If you have any questions regarding this information, please feel free to contact Lisa Smith Shelley, Board Administrator, at (502) 564-3296, extension 239 or via e-mail at **Lisa.Shelley@ky.gov**

Sincerely,



John C. Parrish
Executive Director

Enclosures